Dover Town Council

Responsible Financial Officer – Person Specification

***The Responsible Financial Office is a position requiring the highest levels of honesty, trustworthiness and integrity. You should therefore disclose at the earliest opportunity – either during the application process or during subsequent employment if you are aware or ought to be aware of any reason why your ability to perform your role professionally might be compromised. This does not affect your rights under Equalities legislation.***

Qualifications

* Appropriate qualification in finance/accountancy such as membership of ICEAW or equivalent
* Public sector specific qualification such as ILCA or CiLCA or willingness to undertake training starting within a year of taking up the post.

Experience

* Financial experience and knowledge ideally gained within a comparable environment in the local government/public sector.
* Ability to manage property and facilities with appropriate support from expert professional advisors and willingness to undertake continuous relevant training
* Good IT skills including use of computerised accountancy packages (ideally Rialtas Omega/ RBS) and Microsoft Office applications
* Demonstrated capability to work proactively, to identify both opportunities and risks and to organise and prioritise work to deliver organisational objectives and projects.
* Demonstrated capability to work effectively and flexibly with a wide variety of organisations and personalities within a local community to ensure that the financial management of the Council makes excellent service delivery to the community of Dover its highest priority.
* Demonstrated capability working within a small team to provide ad hoc and if necessary, hands-on support for colleagues in non-financial areas to ensure service delivery.
* Evidence of continued professional development and the acquisition of new skills.
* Can- do approach to using resources to deliver the desired outcomes and impacts for the Council.

Personal Qualities

* To have a heart for public service within a community facing challenges and disadvantage.
* Integrity and professionalism in undertaking all duties including compliance with a Code of Ethics as expected of an accountancy professional which includes aspects of personal conduct outside “office hours”
* A commitment to implementing the agreed policies of the Council to the best of your ability regardless of your personal opinions
* The ability to communicate (both orally and in writing), effectively confidently and sensitively to Councillors, colleagues, partner organisations, contractors, customers and the public.
* The ability to exercise mature good judgement, behave with discretion and maintain confidentiality appropriately
* Enthusiasm and willingness to contribute to the effective functioning of a small staff team as a supportive and trusted senior manager and colleague
* Cheerfulness, patience and a creative can-do attitude in relation to identifying and dealing professionally and effectively with challenges and problems
* An ability to both give and receive constructive criticism and contribute positively to improvements in your own work and that of colleagues